

LIBRARY PERSONNEL POLICY

Personnel Procedure Explanations

Library Employees should refer to the City of Norwalk's Employee Handbook for further information on personnel policy and procedures. The employee handbook will be followed unless specifically addressed in this document.

Compensation:

All employees will be paid on a bi-weekly basis. Paydays are every other Friday. The workweek starts on Sunday at 12:00 a.m. and ends Saturday at midnight.

Attendance and Leaves:

Refer to the City of Norwalk's Employee Handbook for more details on attendance and leaves.

Hiring:

The Library Director is selected by the Library Board of Trustees. All other staff members are selected by the Library Director. All employees will have a probationary period as detailed in city policy and must comply with the employee handbook for the City of Norwalk.

Evaluation:

All library employees will be evaluated annually. The Library Board of Trustees will evaluate the Library Director. The Library Director or designee will evaluate all other library staff.

Residency Requirement:

The Library Board of Trustees has the discretion to adapt residency requirement for library staff.

Scheduling:

1. All scheduling is set by the Library Director
2. All staff members should expect to work some evening and weekend hours.
4. Lunch time is expected to be thirty minutes unless the Library Director is notified that a change is needed.
5. Each staff member should schedule his/her own lunch break time.

Refer to the City of Norwalk's Employee Handbook for more details on scheduling.

Work Rules and Disciplinary Action:

Refer to the City of Norwalk's Employee Handbook for more details on work rules and disciplinary action.

Right of Review and Appeal:

A grievance is defined as any dispute between the Employer and the employee concerning the application of these rules and policies. All grievances and responses to grievances must be in writing and signed by the affected parties.

The following procedures shall apply to all employees:

Step 1: An employee shall discuss a complaint or problem orally with his/her supervisor (Library Director) within five (5) workdays following its occurrence in an effort to resolve the problem in an informal manner.

Step 2: Within five (5) workdays after the discussion in Step 1, or if no timely decision has been made within five (5) workdays following the discussion at Step 1, the employee shall then present the written grievance to the Library Board of Trustees, who shall respond within five (5) workdays. The grievance shall state the nature of the complaint, the facts and witnesses as they are known to be, and the remedy sought. The Library Board of Trustees' decision will be final.

Inclement Weather and Library Closings:

The library is an essential city service that citizens depend upon. When possible, the library will remain open during inclement weather to provide information services to the public. During weather advisories, the Library Director will monitor weather conditions and will close library buildings if weather becomes too severe.

Refer to the City of Norwalk's Employee Handbook for more details on inclement weather.

Adopted by the Norwalk Easter Public Library Board of Trustees February 11, 2013

Reviewed and Revised January 11, 2016